



**Solicitation Information
May 21, 2014**

RFP#7548782

TITLE - CHARTER BUS TRANSPORTATION – UNIVERSITY OF RHODE ISLAND ATHLETIC DEPARTMENT

Submission Deadline: Friday June 20, 2014 at 11:00 am (Local Time)

PRE-BID CONFERENCE: YES DATE: Monday June 2, 2014 TIME: 10:00 am (LT)

Mandatory: NO

Location: 1116 Putnam Pike, Glocester, RI

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **Friday June 6, 2014 (LT)** Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

**Thomas Bovis
Interdepartmental Project Manager**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Department of Athletics (URI Athletics) is soliciting proposals from qualified firms to provide charter bus services, in the form of coach bus, throughout New England and surrounding areas and shuttle service to/from surround airports in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov. The initial contract period will be three (3) years with option for two (2) One (1) year renewals

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. The State reserves the right to award to one or more offerers. The State also reserves the right to award this project based on pricing alone.

SECTION 2: BACKGROUND

The University of Rhode Island Department of Athletics (URI Athletics) is a NCAA Division I institution competing in 18 intercollegiate sports while servicing over 450 student-athletes. In addition to membership in the Atlantic 10 Conference, the University holds membership in the Colonial Athletic Association football conference, NCAA Division I Football Championship Subdivision, the National Collegiate Athletic Association Division I, the Eastern College Athletic Conference, and the New England Intercollegiate Athletic Association.

An underlying principal of this RFP is best value. Best Value is determined through a process that evaluates strengths, weaknesses, risk, price, campus benefits and performance in accordance with the selection criteria. The University expects the contractor(s) to provide charter bus service comprised of exemplary customer service, charter bus performance conforming to the University's needs, and competitive pricing.

The University of Rhode Island, also seeks as part of this RFP, to establish a Corporate Partnership with the selected charter bus provider.

SECTION 3: SCOPE OF WORK

1. General Scope of Work

The purpose of this Request for Proposal is to enter into a multi-year agreement with a Company, which can provide maximum value to the University of Rhode Island - Department of Athletics (URI Athletics) by providing charter bus services, in the form of coach bus, throughout New England and surrounding areas and shuttle service to/from surrounding airports. Travel is usually booked in one (1) day round trip increments, but there are occasions requiring overnight bus travel, and/or multiple days of travel. In every aspect of its work, the University expects the Company to practice the highest level of customer service, to represent the interests and image of the University, and reflects the overall excellence of the University and its athletic programs.

2. Requested service options:

The vendor may respond to the RFP using any of the following options. The proposal should clearly indicate which option is being used:

Option A. Charter -includes both local/short trips and longer distance/overnight trips and Airport Shuttle

Option B. Charter only-includes both local/short trips and longer distance/overnight trips (no Airport Shuttle)

Option C. Airport Shuttle only (no Charter)

URI Athletics may opt to award two firms separate exclusive contracts, namely a single contract for Airport Shuttles only and a single contract for Charter services which includes both local/short trips and longer distance/overnight trips only, or one contract with a single firm to include both areas.

Charter Bus Statistics: Approximate URI Fiscal Year 2013 (FY13) charter bus dollars spent:

Please refer to APPENDIX A (Page 17) - Charter Bus Transportation Spend – (FY13)

Note: Past history is not a guarantee of future bus charter volume.

CONTRACT PERFORMANCE PERIOD:

The term of this contract will be for the period of 3 years, effective July 1, 2014 through June 30, 2017 with the University's option to renew for two additional one-year periods. The University reserves the right to cancel the agreement prior to the ending date by giving thirty (30) days written notice to the vendor. In the event of cancellation, the University will only be responsible for payment of any work completed or due at the time of cancellation. No other penalties will be assessed for early cancellation of this agreement.

SPECIFIC ACTIVITIES / TASKS:

The University of Rhode Island, Department of Athletics (hereinafter referred to as URI Athletics), desires to contract for Charter Bus Services with a Contractor or Contractors for both local/short trips and longer distance/overnight trips:

Company Profile, Qualifications, References

1. Provide the following information about your company; the full company name, address, location and phone number for your headquarters, branch and area offices that would support URI Athletics. List the name(s), telephone number(s) and locations of your representative who can be contacted regarding this proposal and any future business. Include company web address if available.
2. Provide a succinct summary of the organization's overall qualifications and capacity to provide the services requested in this RFP. Provide information that documents experience with providing charter bus services to schools, colleges and universities, if available.
3. **All bids must submit proof of Department of Defense Compliance at time of bid.**
4. Provide a list of 3-5 references of higher education institutions, government agencies and similar environments which demonstrate experience in providing charter bus services similar in nature to services requested in this RFP. Include company/institution name and address, as well as name, title, telephone number and email address of person to contact along with their approximate annual sales and years of service provided.

URI Athletics expects the contractor(s) to provide charter bus service comprised of exemplary customer services, charter bus performance conforming to the University's needs and competitive pricing. Best value is determined through a process that evaluates strengths, weaknesses, risk, price, campus benefit and performance in accordance with the selection criteria. URI Athletics' needs range from multi-day, multi-bus athletic events, day trips to multiple locations, staff transportations and potentially fan bus trips.

The Contractor(s) for Charter Bus Service must have the capabilities to provide the following features:

Offeror shall provide a detailed work plan and the methods to be used that will demonstrate to the URI Athletics thorough knowledge of the requirements, and the ability to meet the requirements; how offeror intends meet the requirement; the timeframes necessary to deliver the services; and, how the services will be accomplished to meet the Contract requirements as more specifically detailed below. Describe in detail the specific work plan and details of program, for providing each of the following services. The plan must also identify what resources are available to fulfill the requirements and relationships with vendors necessary to provide the services.

For each of the following, please address your company's ability to meet and exceed the following requirements. Please do not hesitate to include other details considered important.

1. Contractor Requirements:

The Contractor warrants that it will abide by all regulations, standards, and rules and Federal and State government agencies as applied to maintenance and operation of charter buses. Contractor has at its own expense as a matter of standard business practice, verified that the operating bus carrier is duly licensed by the governing agencies, and as a result is obligated by law to maintain the bus(es) in good order and repair, document and assure that the replacement in or on said bus of any and all parts, equipment, appliances, instruments, or accessories which may be worn out, lost, destroyed, confiscated or rendered unfit for use. Contractor's other property, maintenance and repairs shall be properly document and in good repair and operating condition.

The response to this RFP requires information in respect to charter buses, including age, engine type and model, facilities, amenities, seating configuration, typical usage, which URI Athletics may reasonably request.

2. Equipment Characteristics/Design:

URI Athletics requires the Contractor to supply charter buses that meet the following minimum qualifications:

- At least equivalent to a 40' motor coach (may be greater) with a minimum seating capacity of 38 passengers (may be greater). School buses are not equivalent.
- Equipped with all operable equipment and amenities, including reclining seats, heating, air conditioning, TV monitor and/or electronic video players with viewable screens from each seat, WIFI capabilities and must be in excellent working condition.
- All buses must provide electrical /power to individual seats.
- Restroom facilities must be completely functioning and clean.
- All buses should be less than ten years old. Contractor is to provide a list by license plate number, vehicle identification number (VIN), size (length/width/height), passenger capacity, model year of bus, and make.

- All buses must be designated as and operated as non-smoking buses throughout the University's use.
- All buses must provide overhead storage space and standard cargo/luggage compartments under the bus, as detailed below.
- The charter bus provided for service on the confirmed date must be able to accommodate passengers with adequate space for carry-ons, and storage for athletic or other equipment and personal luggage. URI Athletics often charters buses where passengers have unusual sized cargo, such as vaulting poles. Contractor is to describe for each bus listed above, the cargo door opening dimensions and the cargo compartment dimensions (length x height x depth)
- All buses must have inter-communication capability and be able to communicate both with each other and with the Bus Company's home base while in transit. In-transit communication can be radio or cellular phone.
- In emergency situations (accidents or equipment breakdown), the Contractor must have immediate access to substitute equipment and/or a substitute driver, which must meet the same criteria as, originally required in the bid specification.
- The charter bus provided for service on the confirmed date must:
 - be well maintained and in good condition (not dented, scratch or damaged)
 - be clean, have clean windows, and a clean interior that smells fresh to approval of the University
 - newer buses preferred, but should not be older than 10 years
 - have the required seating capacity and storage capacity
 - have working WIFI and electrical/power must be available to all seats
 - have operable parts and amenities such as reclining seats, heating, air conditioning, TV and electronic video equipment and stocked functioning restroom.
- Drivers must obtain directions and map out travel for all destinations, prior to departing, including travel within a city. All buses must contain/be equipped with a GPS Unit.
- **All bids must submit proof of Department of Defense Compliance at time of bid.**

3. **Booking Requirements**

- At destination buses will continue to be sourced through the lowest cost option and may or may not be with the contracted firm.
- URI Athletics reserves the right to utilize alternative transportation if, due to unforeseen or special circumstances, it is not in the best interest or appropriate to utilize the contracted firm.
- We anticipate the highest demand for vehicles on any given day by the Athletic department to require up to five (5) coach buses, simultaneously. Contracted firm would be required to guarantee they could accomplish this. For example, in the Fall, the following teams may all be traveling at the same time – Football – 2 coach buses; W. Soccer – 1 coach bus; M. Soccer – 1 coach bus; and Volleyball – 1 coach bus.

- As travel requirements may fluctuate, URI cannot guarantee a specific dollar amount or number of trips to any firm.

4. **Scheduling**

- URI Athletics will provide the Contractor with a tentative list of dates and departure and approximate arrival times for each trip. This written list will be submitted to the Contractor within thirty (30) days prior to the first scheduled trip twice a year. Athletic travel included from August through December and again January through June.
- URI Athletics shall endeavor to ensure Contractor has a minimum of five (5) working days to provide pricing for each trip request. However, there may be instances when less than five days is available to provide pricing. Pricing shall be effective for a minimum of 30 days or until a confirmation (reservation) is signed, whichever comes first. Confirmed pricing and reservations shall be in effect until the trip is complete.
- For multiple trip requests, Contractor may not provide a single or "bundled" price. Each trip on the multiple trip request must be priced separately, and will be reserved separately.
- On trips that require multiple buses (e.g., 3 buses overnight to New Hampshire and back), pricing must indicate the price per bus, for example 3 buses at \$1200 each, to allow URI Athletics the flexibility to add (based on bus availability) or delete (based on load changes) bus requirements during the pricing and reservation process.
- The Contractor will provide a bus at the designated site at least 30 minutes prior to the departure time as agreed to by URI Athletics and the Contractor.
- Should the Contractor be unable to provide a bus as requested by URI Athletics, URI Athletics reserves the right to obtain bus service from another contractor.
- **Breakdown and replacement:** In the event of a breakdown while on the road, the contractor shall supply a replacement bus as quickly as possible but in no case more than one hour and a half (1.5 hours) following breakdown. URI Athletics will not pay any costs resulting from the breakdown. URI Athletics will only pay the original quoted price to of the trip.
- **Subcontracting:** The Contractor must use buses owned or leased by the Contractor. No subcontracting to another bus company or individual is permitted.

5. **Insurance Requirements:**

- In accordance with the Board of Education (BOE) General Conditions of Purchase, insurance certificates are required for workers compensation, general liability, and property damage and auto insurance. Upon notice of tentative award, the successful bidder(s) will be required to submit the above naming the Board of Education (BOE), State of Rhode Island and the University of Rhode Island as additional insured, by a firm authorized to do business in the State of Rhode Island.
- Notwithstanding Section 31 of the State's General Conditions of Purchase, the University requires, for this procurement, liability limits of \$5,000,000.
- a. Comprehensive General Liability Insurance –
 - 1) Bodily Injury \$1,000,000 each occurrence \$5,000,000 annual aggregate
 - 2) Property Damage \$500,000 each occurrence \$500,000 annual aggregate
 - Independent Contractors

- Contractual - including construction hold harmless and other types of contracts or agreements in effect for insured operations
- Completed Operations
- Personal Injury (with employee exclusion deleted)
- b. Automobile Liability Insurance - Combined Single Limit \$1,000,000 each occurrence
 - Bodily Injury
 - Property Damage, and in addition non-owned and/or hired vehicles and equipment
- c. Workers' Compensation Insurance - Coverage B \$100,000

6. **Corporate Partnership:**

- All Charter bus service bidders are invited to take advantage of this unique opportunity to drive incremental business by becoming a Corporate Partner of URI Athletics. The winning bidder will be awarded a custom program that will position your company in front of 300,000 game/event attendees; over 70,000 Alumni living in New England; and 80,000+ unique visitors per month to www.gorhody.com
- Learfield Sports professionally manages URI Athletics Corporate Marketing Partnerships. This ensures the successful bidder will receive the highest level of strategic marketing insight and guidance to optimize the return on investment.

The successful bidder will receive on-site, strategic marketing consultation from Learfield Sports to develop and execute a custom marketing partnership program. Your program will be designed based upon the specific business objectives your company desires to achieve.

The Following marketing assets will be provided by URI Athletics; customized and executed for the winning charter bus company by Learfield Sports based upon charter bus company's proposed investment level. Partnership opportunity potential assets are as follows:

- A. **Targeted On-Line Advertising:** opportunity to reach thousands of consumers who visit www.gorhody.com on a monthly basis. To include but not limited to:
 - a. Banner Advertisement
 - b. Logo Presence with hyperlink
 - c. Logo Identification and contact information – Travel Page
 - d. Acknowledgement as the “Official Transportation Provider” of URI Athletics
- B. **The RAMS Radio Network:** All URI Football, Men's Basketball and Coaches Shows are broadcast LIVE on the Rams Radio Network. Opportunity to receive significant presence in all regular season broadcasts from September – March, annually. To include but not limited to:
 - a. Live reads (: 10's)
 - b. Opening and Closing Billboards in all broadcasts
 - c. Acknowledgement as the “Official Transportation Provider” of URI Athletics
- C. **Television:** Opportunity to receive a presence in all URI Athletics television broadcasts/shows. Exact breadth and scope of television schedule is determined annually based upon Conference and local television affiliate agreements. Opportunity could include but not be limited to:
 - a. Live mentions
 - b. Segment features
 - c. Acknowledgement as the “Official Transportation Provider” of URI Athletics
- D. **Fan Engagement:** Football Season Opportunities:
 - a. Advertisement in the Official URI Football Game Day Program distributed at all football games at Meade Stadium on the Kingston Campus at URI
 - b. Live – IN-Game PA Announcements

- c. Option to develop custom in-game promotion give-away or on-site presence at a mutually agreed upon game (additional cost)
- d. Opportunity for twenty (20) tickets to be distributed to a community group of Charter Bus's Choosing to one (1) mutually agreed upon Men's Basketball Game
- E. **Fan Engagement:** Men's Basketball Season Opportunities:
 - a. Advertisement in the Official URI Basketball Game Day Program distributed at all football games at Meade Stadium on the Kingston Campus at URI
 - b. Live – IN-Game PA Announcements
 - c. Option to develop custom in-game promotion give-away or on-site presence at a mutually agreed upon game (additional cost)
 - d. Opportunity for twenty (20) tickets to be distributed to a community group of Charter Bus's Choosing to one (1) mutually agreed upon Men's Basketball Game
- F. **Fan Engagement:** Olympic Sport Opportunities for various men and women's sports:
 - a. Signage (Charter Bus Transportation Company will be responsible for production charges)
 - b. Public Address Announcements
 - c. Acknowledgement as the "Official Charter Bus Provider" of URI Athletics
- G. **Promotional:**
 - a. *Charter Bus Transportation Company will receive the opportunity to authenticate and promote their partnership with a bus wrap utilizing URI Athletic logos and marks on one (1) of their Charter Buses for the URI Athletic Seasons. Charter Bus Company will be responsible for all installation and production charges associated with the bus wrap*
 - b. Charter Bus Transportation Company will receive the opportunity to work with URI Athletic Marketing and URI Athletic Advancement on fan bus trip experiences to road contests and other community based initiatives.

7. **Recommended Investment Levels:**

Please select an appropriate option and identify in your proposal which option you prefer.

Please NOTE: This part of the RFP will be reviewed in the technical section of the evaluation and selection NOT the cost/pricing section

RECOMMENDED MINIMUM CORPORATE MARKETING PARTNERSHIP INVESTMENT LEVEL
Year 1: \$15,000
Year 2: \$16,500
Year 3: \$18,000

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Executive Summary – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror's technical approach and ability.
2. Capability, Capacity, and Qualifications of the Offeror –This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. Work plan/Approach Proposed –This section shall describe the offeror's understanding of the State/University's requirement, including the result(s) intended and desired, the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
 - ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position
5. Corporate Partnership Opportunity – This section should outline the offeror's response to the URI Athletic's Corporate Marketing Partnership opportunities.

CHARTER BUS COMPANY PROPOSED INVESTMENT LEVEL
<i>(Enter your desired investment level for each year of the contract)</i>
Year 1:
Year 2:
Year 3:
Is your company willing to authenticate and promote the partnership with a bus wrap utilizing URI Approved Athletic Logos and marks on one (1) Charter Bus and is your company willing to assume the costs associated with installation and production charges?YES_____ NO_____

SECTION 5: – Cost Proposal information

Charter Bus companies shall be responsible for providing all inclusive Base Bus Charter Rates pricing that includes, but is not limited to, all of the following:

- A. Bus dispatch services, fuel and oil, scheduled and unscheduled repair and maintenance, all ground services including bus parking, bus handling, baggage, cargo, security screening and inspections;
- B. All handling fees, navigation charges, customs, immigration, agriculture and any related charges, including pre-passenger fee, overtime charges, service charges of all types, customs duties on spare parts, and any fines or penalties imposed by government agencies;
- C. All loss and damage claims for passenger injury, baggage and cargo;
- D. All taxes, fees, passenger facility charges, security charges, and all charges normally assessed on a per-passenger basis or based on transportation revenue, which are imposed excise taxes, sales taxes, use or transnational taxes or fees imposed on the sale or use of any goods, services or facilities, including but not limited to federal, state, provincial, and local sales and use taxes, value added-taxes and service fees;
- E. Arrange and administer the positioning and repositioning of drivers
- F. Assure security ID for drivers, maintenance/operations personnel, and any other employees of the bus carrier, at bases of operations and layover points.
- G. Payment of wages of all categories of charter bus employees shall be the responsibility of charter Bus Company and therefore considered and built into the Base Bus Charter Rates.

Fuel Cost Adjustments:

- A. The proposed fuel pricing, supported by current receipts, shall reflect the current market price of fuel at the time of this RFP response.
- B. Fuel pricing indicated in Charter Bus Company's RFP response will be adjusted twice a year, based on receipts as of May 1, effective for July 1 to December 31 trips and again on October 1, effective for January 1 –June 30 trips.
- C. Each trip priced will specify the fuel prices at the time of the trip as an increase or decrease to the set RFP fuel prices (e.g., RFP fuel price = \$4.00/gallon, trip fuel price = \$4.50 gallon, Adjustment/gal = \$.50/gallon)
- D. Fuel pricing at the time of the RFP and any trip will be substantiated by receipts/invoices or other formal documentation upon request.

Fuel adjustments are NOT subject to COLA adjustments. There shall be no other adjustments to the contracted base pricing

SECTION 6: COST PROPOSAL

A **separate, signed and sealed, Cost Proposal** reflecting the fee structure proposed for this scope of service. Provide a proposal for fees charged for the billing services outlined in this proposal. Fee structure may include a percentage rate charged for actual collections or a set amount to be charged on a monthly or annual basis. Please explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach. Attached is a table or matrix for specific fees/rates or requested breakdown [**Appendix B**].

SECTION 7: PROPOSAL SUBMISSION

Responses (**an original plus (_5_) copies**) should be mailed or hand-delivered in a sealed envelope marked “RFP # 7548782” to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** outlined on page 12 of this RFP.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

SECTION 8: EVALUATION AND SELECTION

A Technical Review Committee comprised of staff from state agencies will review the proposals. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any

technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Company Profile, Qualifications, References	5 Points
Capability, Capacity, and Qualifications of the Offeror Completeness of bid response 3 points Contractor requirements 5 points Bus inventory / age of fleet: - max 6 points 1 to 5 years old 6 points 6 to 10 years old 3 points 10 years or older 0 points Booking requirements 3 points Scheduling 3 points	20 Points
Quality of the Work plan GPS capabilities5 points Communications capabilities4 points Equipment Characteristics: Interior features (seats, restrooms, etc).....6 points Electronic equip(plugs, WIFI, TVs, DVD/VCR, etc).... 7 points Exterior/storage capacity 3 points	25 Points
Suitability of Approach/Methodology- Sample trips	5 Points
URI Athletics Corporate Partners Program: Full Participation 10 points Partial Participation 6 points Additional Points for Bus Wrap 5 points	15 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{Low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Section 9: APPENDIX A – Charter Bus Spend – Fiscal Year ('13):

<u>FALL</u>				
Sport	# Of Charters	# Of Days	Total Amount	# Of Shuttle
Womens Basketball	5	10	\$9,880.00	
Womens Volleyball	4	11	\$11,080.00	
Womens Soccer	5	10	\$10,605.00	1
Rowing	2	3	\$2,700.00	
Mens Basketball	5	5	\$2,150.00	4
Football	8	11	\$20,260.00	4
Mens Soccer	11	12	\$7,790.00	6
Mens Track	1	1	\$840.00	
Swimming & Diving	3	3	\$2,550.00	
TOTAL:	44	66	\$67,855.00	15

<u>SPRING</u>				
Sport	# Of Charters	# Days	Total Amount	# Of Shuttle
Softball	12	18	\$14,150.00	3
Womens Basketball	12	17	\$8,450.00	5
Womens Outdoor Track & Field	8	10	\$7,100.00	1
Womens Rowing	5	5	\$2,500.00	2
Men's Basketball	12	16	\$10,900.00	4
Men's Outdoor Track & Field	11	15	\$10,975.00	2
Women's Swimming & Diving	4	11	\$10,260.00	1
Baseball	11	18	\$11,700.00	4
TOTAL:	75	110	\$76,035.00	22

YEAR TOTALS	
# OF CHARTERS	119
# OF DAYS	176
AMOUNT SPENT	\$143,890.00
# OF SHUTTLES	37

Section 10: Appendix B – Cost Proposal

Base bus charter rates provided herein will be used to calculate all the bus charters priced to URI Athletics during the term of the contract. See Section 4 for information concerning calculation of the base bus charter rates.

Fill in all information required in the boxes on the next page, Base Bus Charter Rates.

Use information provided to calculate sample itineraries on the following pages:

Contractors are asked to submit bus charter pricing for 4 difference categories of bus trips:

1. In state day trips
2. Out of state day trips
3. Multi-day trips
4. Airport shuttles to near by airports

The price schedule for the 4 categories will be evaluated and scored.

10 –Appendix B - Cost Proposal Scoring - Base bus charter rates:

Cost Proposal is worth 30 points. The Cost Proposal shall be submitted on Cost Proposal Form, Attachment B below. Cost proposals will be submitted in prices per unit of service as listed on the Form. The Cost Proposal will not be evaluated unless the offeror achieves the minimum technical threshold score. Pricing Category scores are:

THIS IS NOT A COST PROPOSAL FORM- SEE ATTACHMENT B

Cost proposal category scoring weights

Note: Driver's lodging on overnight or multiple day trips will be provided for and paid for by URI.		Bus Size- 28 passenger	Bus Size- 38 passenger	Bus Size- 54 passenger
In state day Trip – Bus cost Flat Rate (6 hours)		N/A	2.0	3.0
Out of State day Trip – Bus cost Flat rate		N/A	2.0	3.0
Overnight Trip – Bus cost Per Hour		N/A	N/A	3.0
Overnight Trip – Bus cost Per Day		N/A	N/A	5.0
Overnight Trip – Bus cost Additional Cost/Hour		N/A	N/A	2.0

Flat Rate for Airport Shuttles – Airport shuttle from campus, Kingston, RI to/from airport (including all charges)				
Prices should reflect one way trip				
TF Green – Warwick, RI		1.0	1.5	2.0
Logan – Boston, MA		N/A	.5	1.5
Bradley – Hartford, CT		N/A	.5	1.0
Base Fuel Rate – used for all quotes above (Fixed at the time of this RFP, based on current receipts , with increases or decreases to be based twice a year, on May 1 (effective July 1) and Oct 1 (effective Jan 1) (based on receipts))		2.0		

TOTAL COST PROPOSAL

30 POINTS

Cost Proposal Scoring:

For each pricing cell, the lowest cost bidder will receive the points maximum for the cell. Other bidders will receive a proportional number of points based on the following formula:

Cell Points Assigned, times [Lowest Price/ Other Bidders Price]

Attachment B: 10 - Cost Proposal for base bus charter rates:**Reproduce and submit this page in the separate sealed envelope required for cost proposals.****Continue any items on a separate page.****VENDOR NAME:** _____**Insert proposed rate for each of the following transaction types:**

Note: Driver's lodging on overnight or multiple day trips will be provided for and paid for by URI.		Bus Size- 28 passenger	Bus Size- 38 passenger	Bus Size- 54 passenger
In state day Trip – Bus cost Flat Rate (6 hours)		N/A		
Out of State day Trip – Bus cost Flat rate		N/A		
Overnight Trip – Bus cost Per Hour		N/A	N/A	
Overnight Trip – Bus cost Per Day		N/A	N/A	
Overnight Trip – Bus cost Additional Cost/Hour		N/A	N/A	
Flat Rate for Airport Shuttles – Airport shuttle from campus, Kingston, RI to/from airport (including all charges) Prices should reflect one way trip				
TF Green – Warwick, RI				
Logan – Boston, MA		N/A		
Bradley – Hartford, CT		N/A		
Base Fuel Rate – used for all quotes above (Fixed at the time of this RFP, based on current receipts , with increases or decreases to be based twice a year, on May 1 (effective July 1) and Oct 1 (effective Jan 1) (based upon actual receipts))				

SAMPLE #1 – Cost Proposal

University of Rhode Island

Travel Team: Softball

Year 1-3: July 1, 2014-June 30, 2017

Trip Example #1: In State FLAT RATE

University of Rhode Island		Bryant University
Kingston, RI	to	Smithfield, RI

Trip Rates:

A. Flat Rate for In state (up to and including 6 hours), tolls parking and fuel included

54- Passenger Bus	Daily Rate	\$_____
38- Passenger Bus	Daily Rate	\$_____

B. Rate for Additional Hours (over 6 hours)

54- Passenger Bus	Hourly Rate	\$_____
38- Passenger Bus	Hourly Rate	\$_____

Fuel Base \$_____

SAMPLE #2 – Cost Proposal

University of Rhode Island

Travel Team: Women's Soccer

Year 1-3: July 1, 2014-June 30, 2017

Trip Example #2: Out of State FLAT RATE

University of Rhode Island University of Connecticut
Kingston, RI to Storrs, CT

Trip Rates:

A. FLAT Rate for Out of State (up to and including 6 hours), tolls parking and fuel included

54- Passenger Bus	Daily Rate	\$_____
38- Passenger Bus	Daily Rate	\$_____

B. Rate for Additional Hours (over 6 hours)

54- Passenger Bus	Hourly Rate	\$_____
38- Passenger Bus	Hourly Rate	\$_____

Fuel Base \$_____

SAMPLE #3 – Cost Proposal

University of Rhode Island

Travel Team: Baseball

Year 1-3: July 1, 2014-June 30, 2017

Trip Example #3: Multi day Trip (Two Nights)

University of Rhode Island		St. Bonaventure University
Kingston, RI	to	Olean, NY

Trip Rates:

- A. Daily Rate for Multi Day Out of State, tolls, parking, meal per diem, and fuel included (Driver Lodging provided by University of RI)

54- Passenger Bus	Total Rate for Trip	\$_____
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- B. Additional Rates

54- Passenger Bus	Daily Rate	\$_____
54- Passenger Bus	Hourly Rate	\$_____

Fuel Base \$_____

SAMPLE #4 – Cost Proposal

University of Rhode Island

Travel Team: Men's Soccer

Year 1-3: July 1, 2014-June 30, 2017

Trip Example #4: Multi day/Multi City Trip Out of State (Three Nights)

Day 1 - University of RI,Kingston,RI to Fordham University, Bronx, NY

Day 2 - Fordham University, Bronx, NY to St Joseph's Univ., Philadelphia,PA

Day 3 -St Joseph's Univ, Philadelphia, PA to URI, Kingston, RI

Trip Rates:

- A. Daily Rate for Multi City/Multi Day Out of State, tolls, parking, meal per diem, and fuel included (Driver Lodging provided by University of RI)

54- Passenger Bus	Total Rate for Trip	\$_____
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B. Additional Rates

54- Passenger Bus	Daily Rate	\$_____
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54- Passenger Bus	Hourly Rate	\$_____
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Fuel Base \$_____

SAMPLE #5 – Cost Proposal

University of Rhode Island

Travel Team: Football

Year 1-3: July 1, 2014-June 30, 2017

Trip Example #5: Multi day Trip (One Night) – 2 Buses

University of Rhode Island
Kingston, RI

to

University of New Hampshire
Durham, NH

Trip Rates:

- A. Daily Rate for Multi Day Out of State, tolls, parking, meal per diem, and fuel included (Driver Lodging provided by University of RI)

54- Passenger Bus (2)	Total Rate for Trip	\$_____
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- B. Additional Rates

54- Passenger Bus	Daily Rate	\$_____
54- Passenger Bus	Hourly Rate	\$_____

Fuel Base \$_____